



Office of State Publishing

344 NORTH SEVENTH STREET ■ SACRAMENTO, CA 95814

www.dgs.ca.gov/osp

(916) 323-0311

REPLENISHING SUPPLIES OF IN-STOCK STD. FORMS

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure compliance, when a form is due for replenishment, author agencies are required to review and approve FMC's requests to print forms for which the agency is responsible.

A printing request is made using the Form Reorder Instructions Request (FMC 15). FMC uses this form to query a Departmental Forms Management Coordinator (DFMC) before a reprinting is ordered. (The FMC 15 allows a DFMC to notify FMC of, among other things, revisions that need to be made before the next printing.)

During the replenishment cycle, should communication between FMC and a DFMC become broken or delayed, and, as a result, creates the potential for supply of an in-stock STD. Form to become depleted, FMC will take efforts to prevent the supply from becoming depleted so as to avoid a statewide backorder.

Efforts include authorizing the reprinting of a three-month supply of the current revision of a STD. Form. Should a backorder have occurred, the reprinting will include backordered quantities at the time of authorization to reprint.

Initially, FMC sends a replenishment request to a DFMC when a STD. Form reaches its reorder point of a three-month supply. The DFMC usually has two weeks to respond. If the DFMC has not responded during this time period, FMC sends a second replenishment request and attempts to make contact via phone. The DFMC has one week to respond. If yet again the DFMC has not responded, FMC will send a third replenishment request to the DFMC and carbon copy the manager of the author agency. This replenishment request will include notification of intended reprinting of a three-month supply and, if necessary, backorder quantity.

The author agency has a one-week deadline to respond.

If no response is received by the deadline, FMC will authorize reprinting. When communications resume and it is determined that the supply of the last reprinting is not usable due to legislation, a replacement form revision, or performance or accountability issues concerning the author agency or DFMC, the author agency must buyback the supply of the outdated form revision prior to FMC approving publication of the replacement form revision. (Additional buyback information is available via attachment FMC Policy 008.)

*In accordance with **Government Code Section 14771**, State government agents and entities doing business with the state should use STD. Forms disseminated by FMC rather than create their own.*

*For more information, reference **State Administrative Manual Sections 1700, 1720, 1725, and 1730** or contact an FMC Forms Consultant by phone at (916) 323-0311 or (916) 324-9697, or by email at FormsManagement@dgs.ca.gov.*